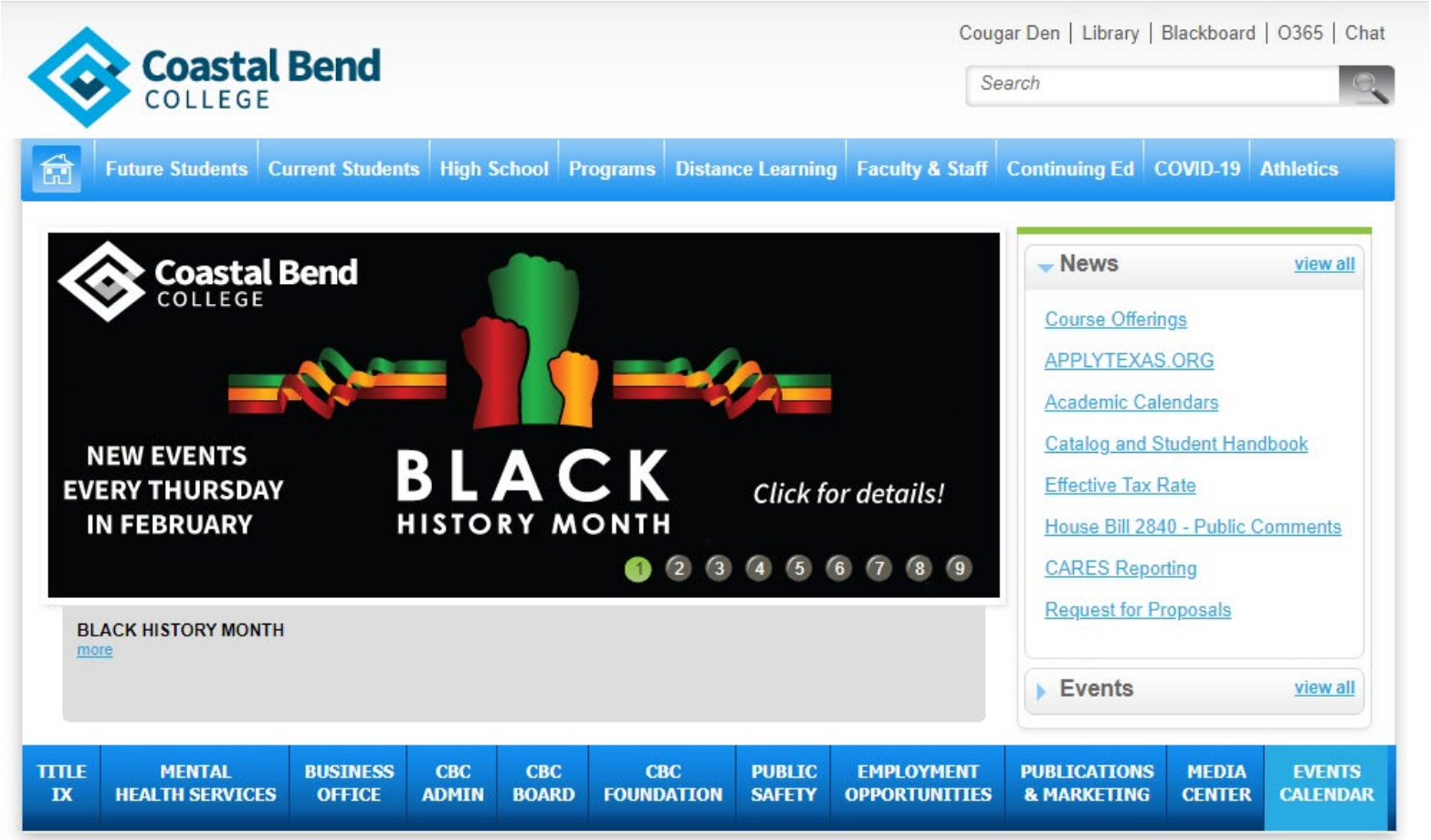
Student Orientation

Cougar Den/Blackboard/O365

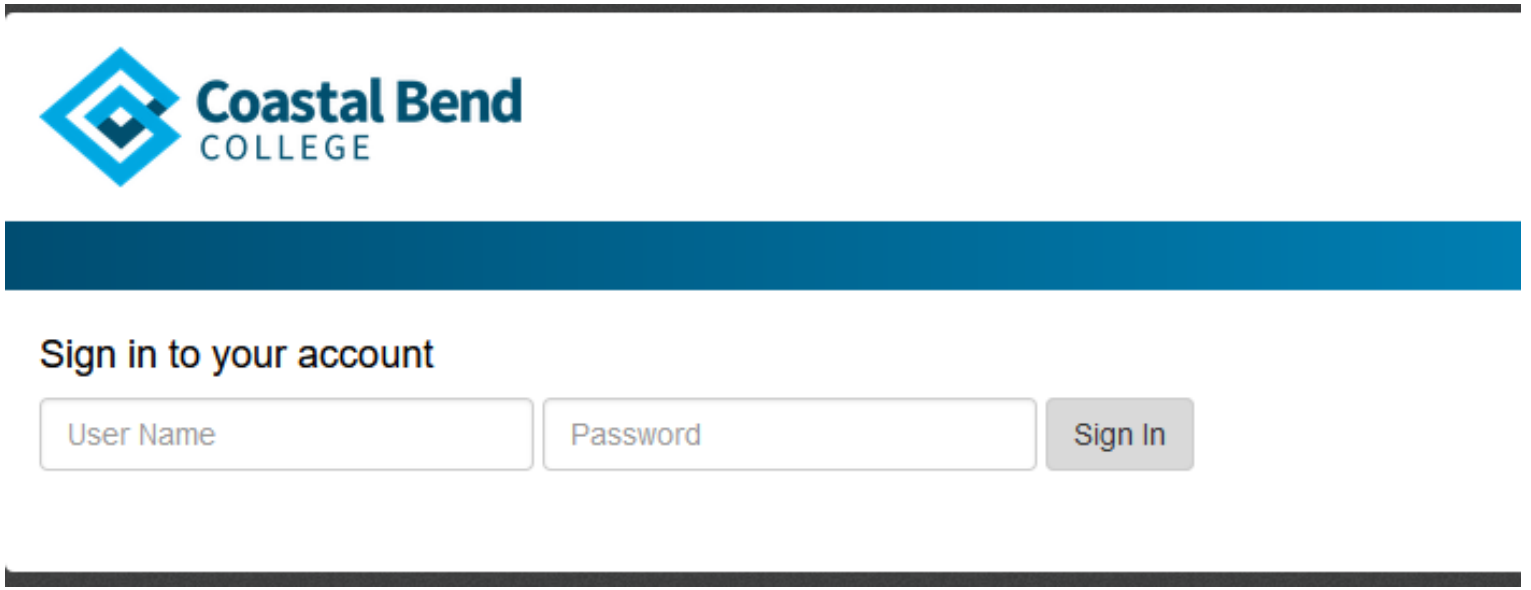
Cougar Den



Go to www.coastalbend.edu and click on Cougar Den located at the top right corner of the page.

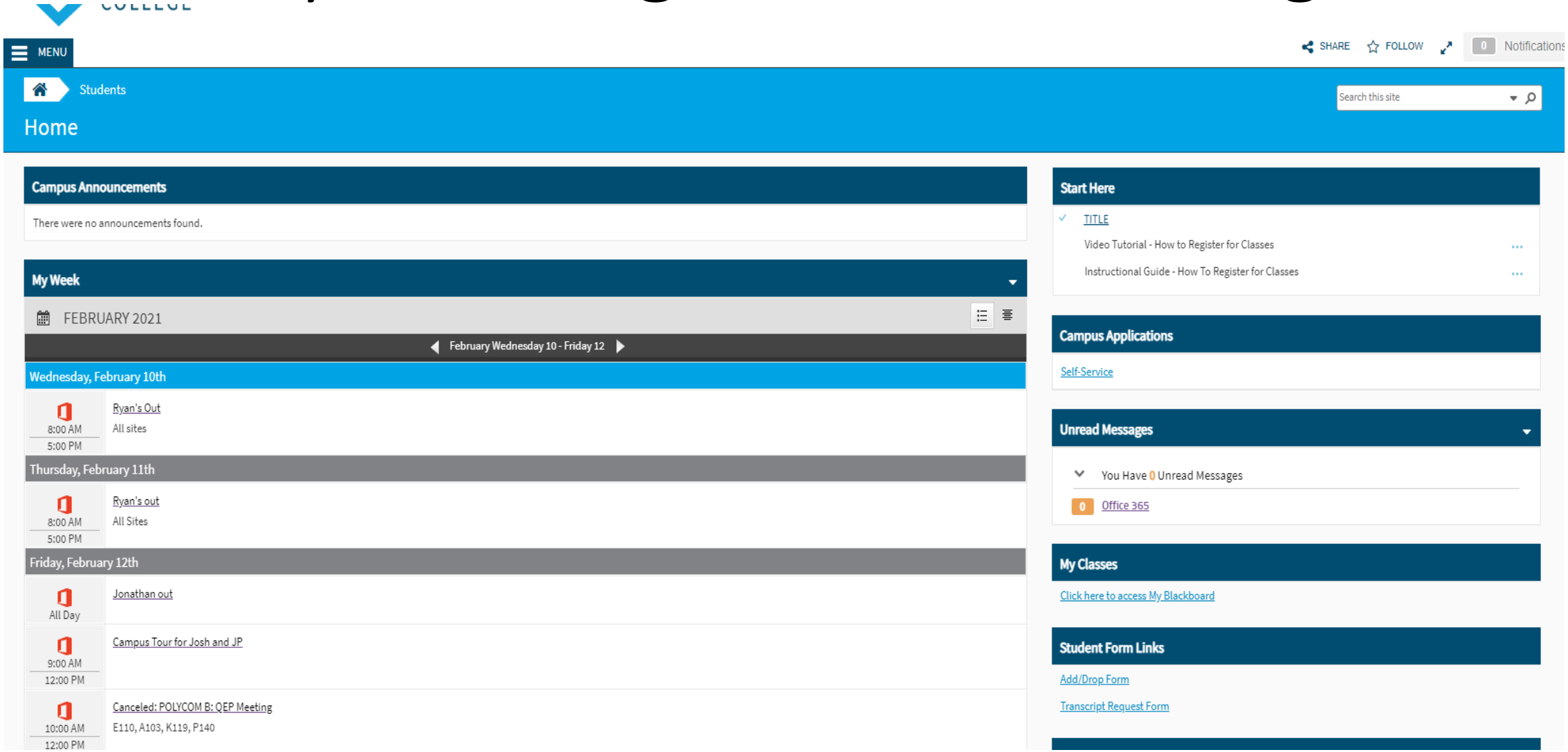
Sign-in Page

- You will enter your credentials here.
- If you do not know your credentials, please contact Student Services to studentsuccess@coastalbend.edu or the Helpdesk to helpdesk@coastalbend.edu or 361-354-2508.



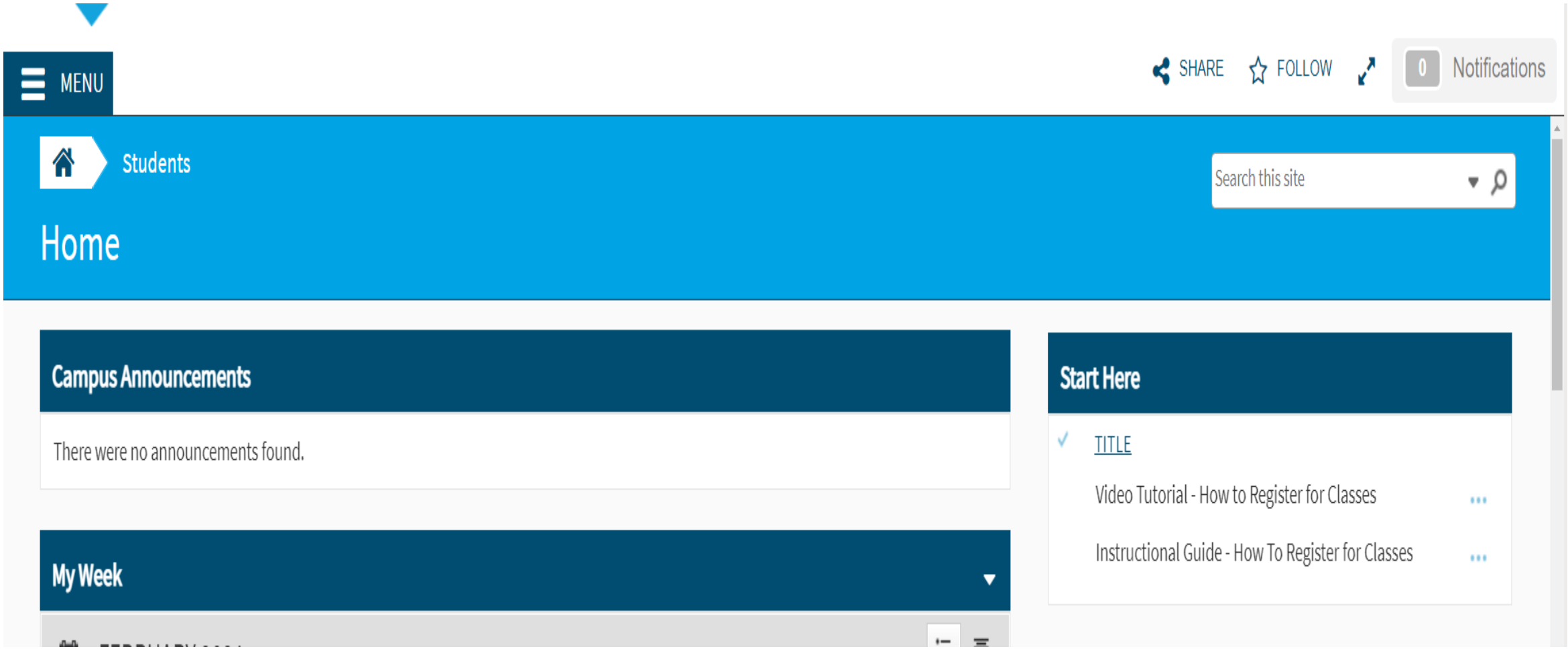
LET'S NAVIGATE THROUGH COUGAR DEN.

This is your Cougar Den Portal Page



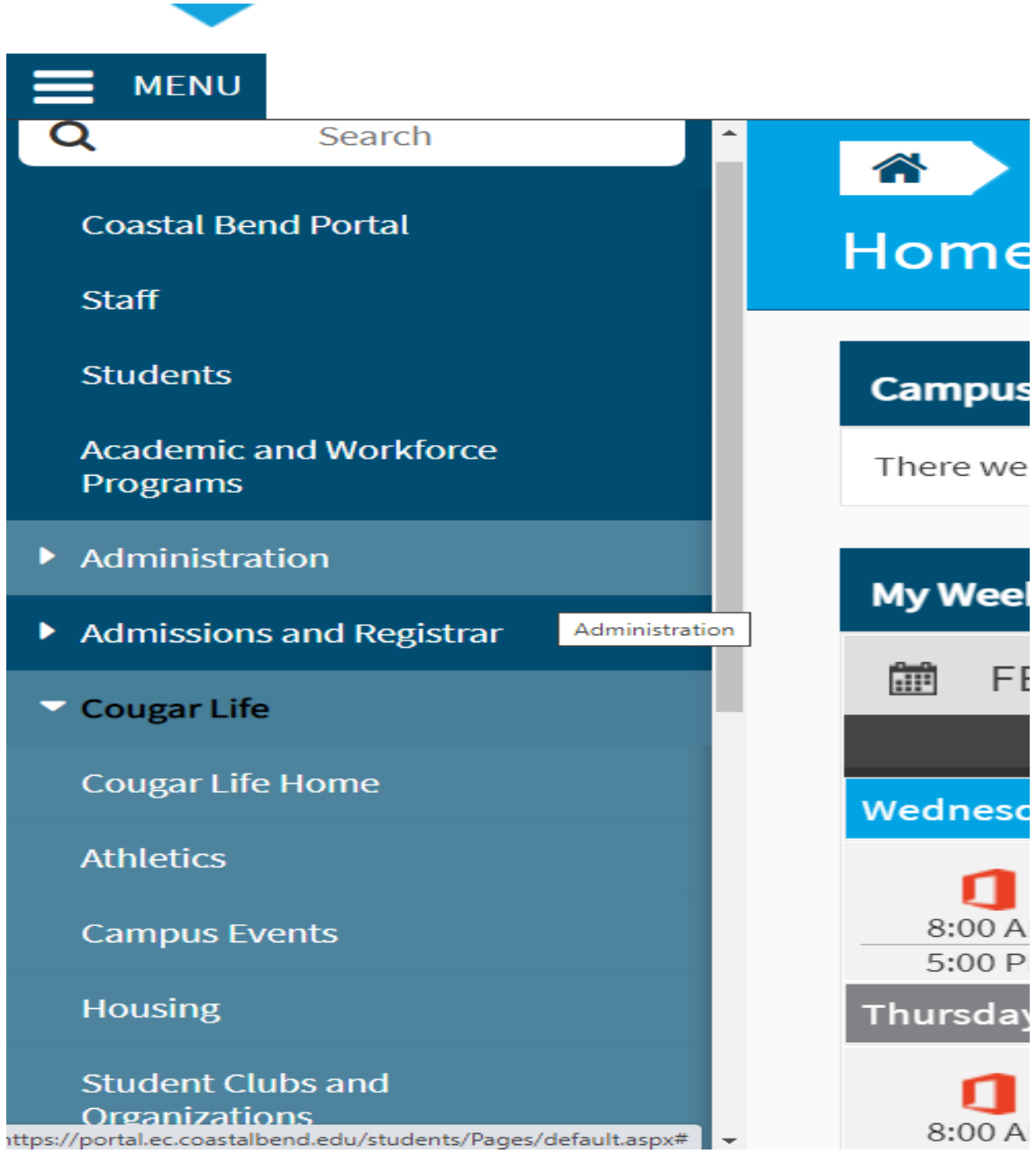
Start Here Tab:

You have a video and Instructional Guide on "How to Register for Classes"



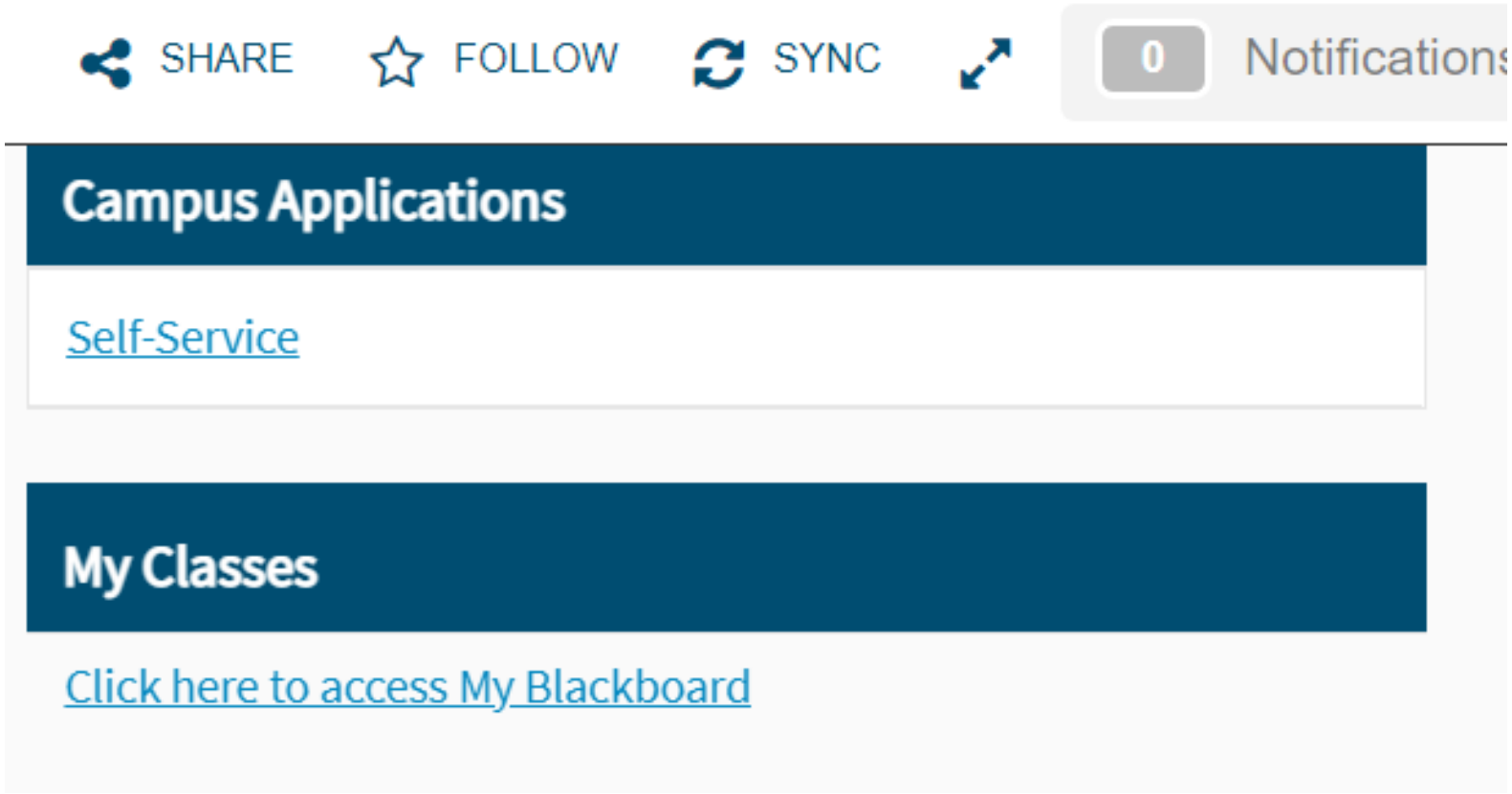
Cougar Den Portal Menu:

Click on every link to learn more about it.



Self-Service Link:

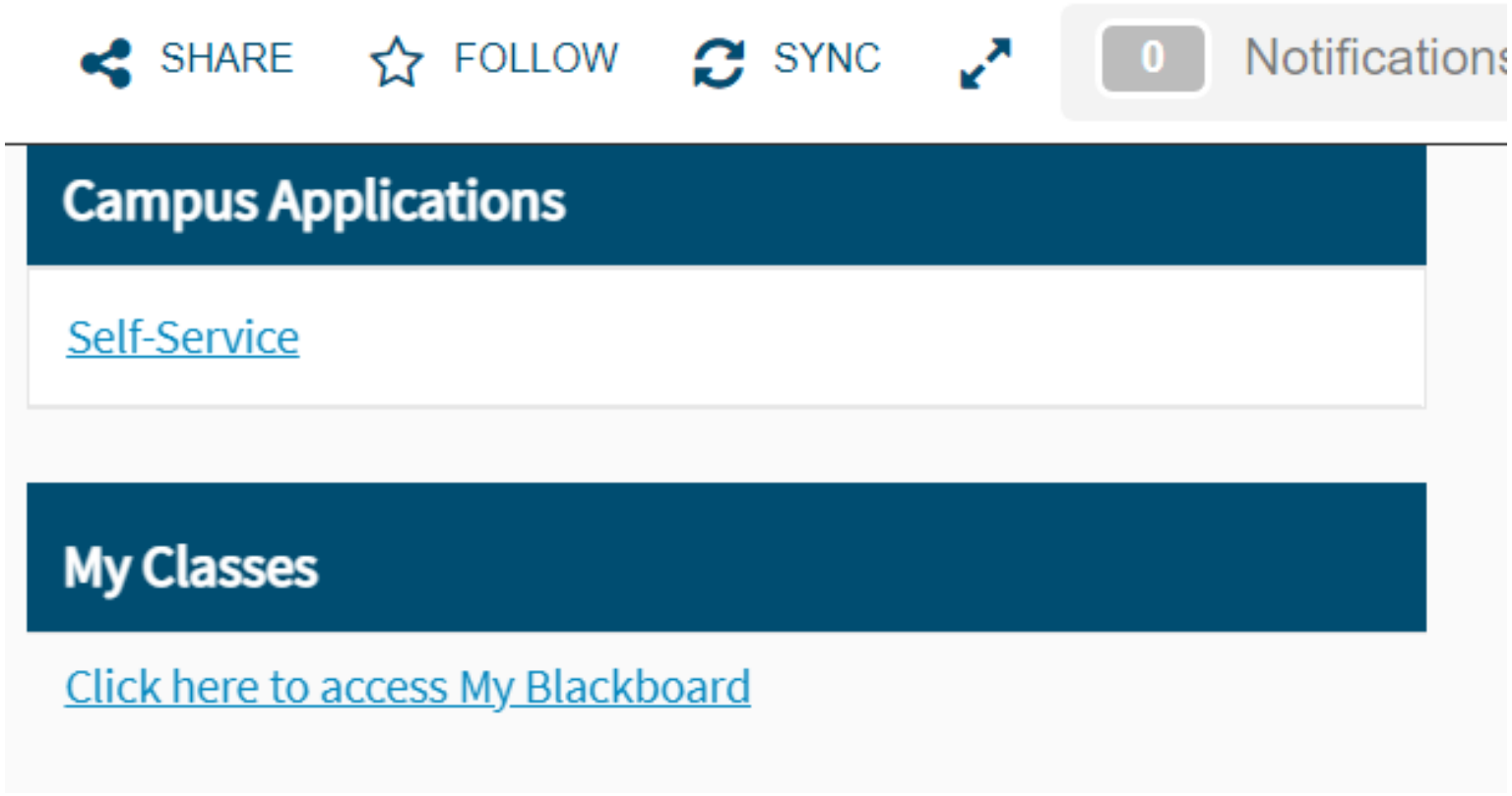
You will click here to register for classes, view your grades, financial aid status, make payment online, view your schedule, and view your unofficial transcript.



My Classes Blackboard Link:

This link will take you to your Blackboard Courses as a Single Sign-On. **PLEASE NOTE!** ***If you are not registered for classes, you will not have access to Blackboard.***

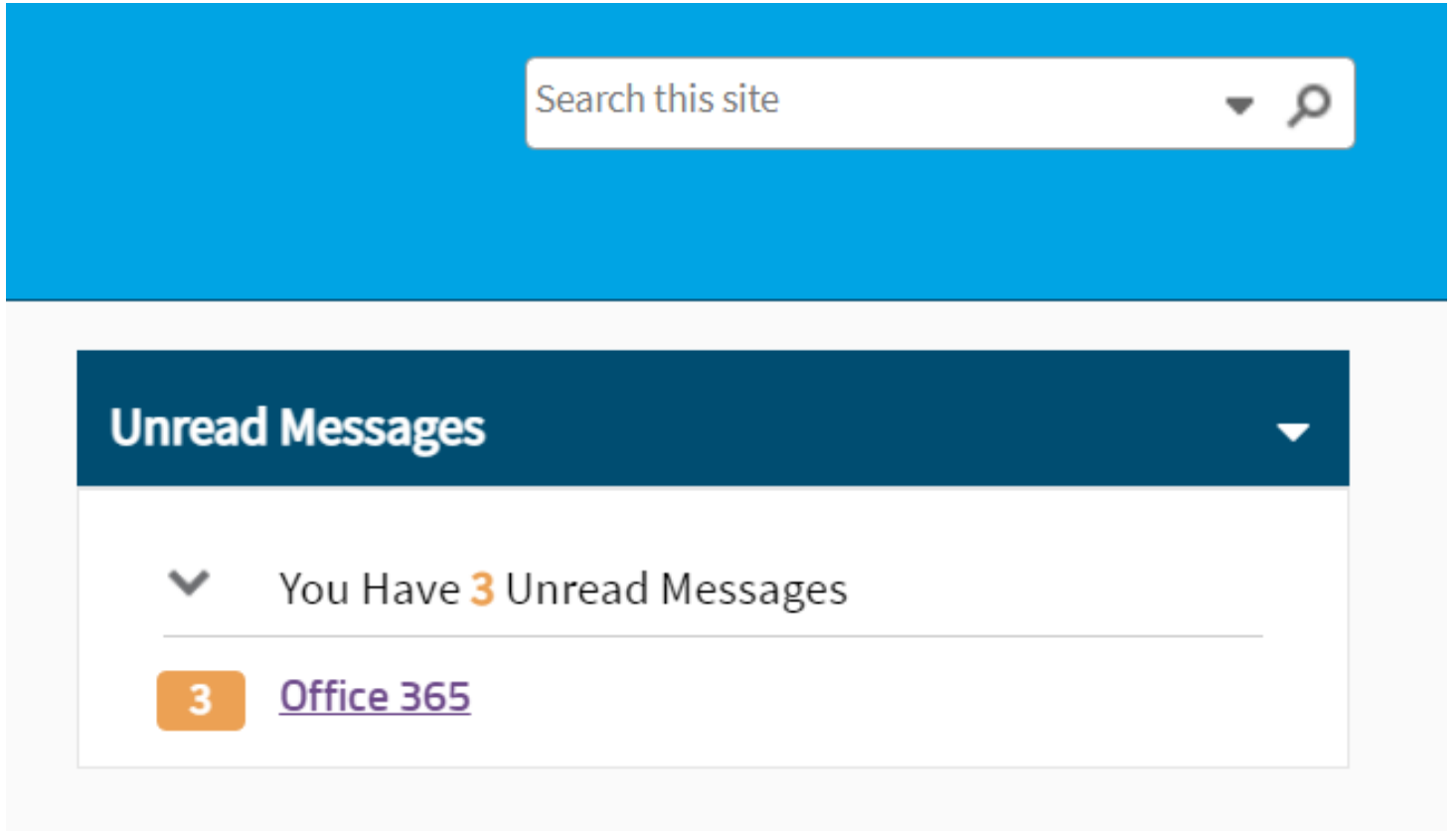
We will get into Blackboard a little further into the Orientation.



Unread Messages Link: Office 365

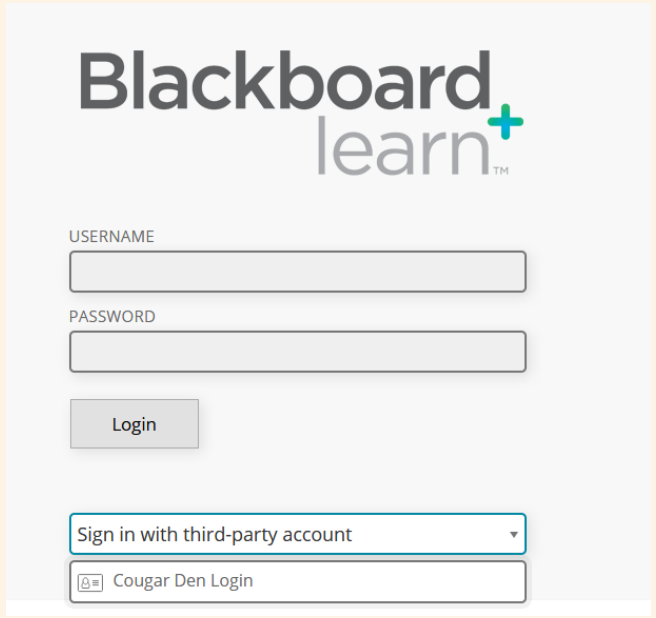
This link will take you to your O365 login Page. Your email will be your username for Cougar Den/Blackboard followed by @study.coastalbend.edu and your password will be your CBC Student ID #.

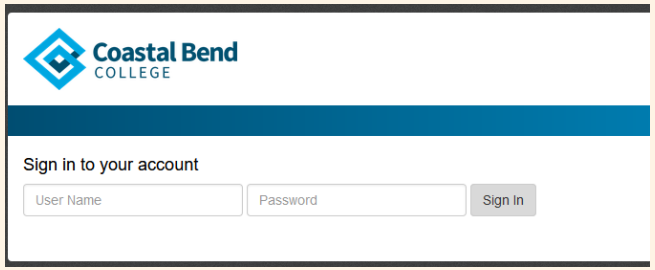
We will get into O365 a little more into the Orientation.



Please click on every link within Cougar Den to familiarize yourself with the system.

Blackboard and Blackboard Mobile App:





- There are 2 login screens, please be sure to login correctly to each screen.
- If you see this Blackboard Learn Login Screen, please click on Sign in with third-party account and click on Cougar Den Login. It will take you to the Coastal Bend College Login Page.
- On the Coastal Bend College Login Page, sign into your account with your credentials.

Blackboard Mobile App:

- This video will give you information on how helpful the App is. Please be sure to go to your app store to install now.

- BB App Tour

Supported Browsers and Operating Systems:

Please Note: *Students are responsible for making sure their personal computer works with Blackboard.*

NOTE: Internet Explorer/Safari do NOT work well with Blackboard...please do not use Internet Explorer/Safari especially when taking exams.

Blackboard Navigation

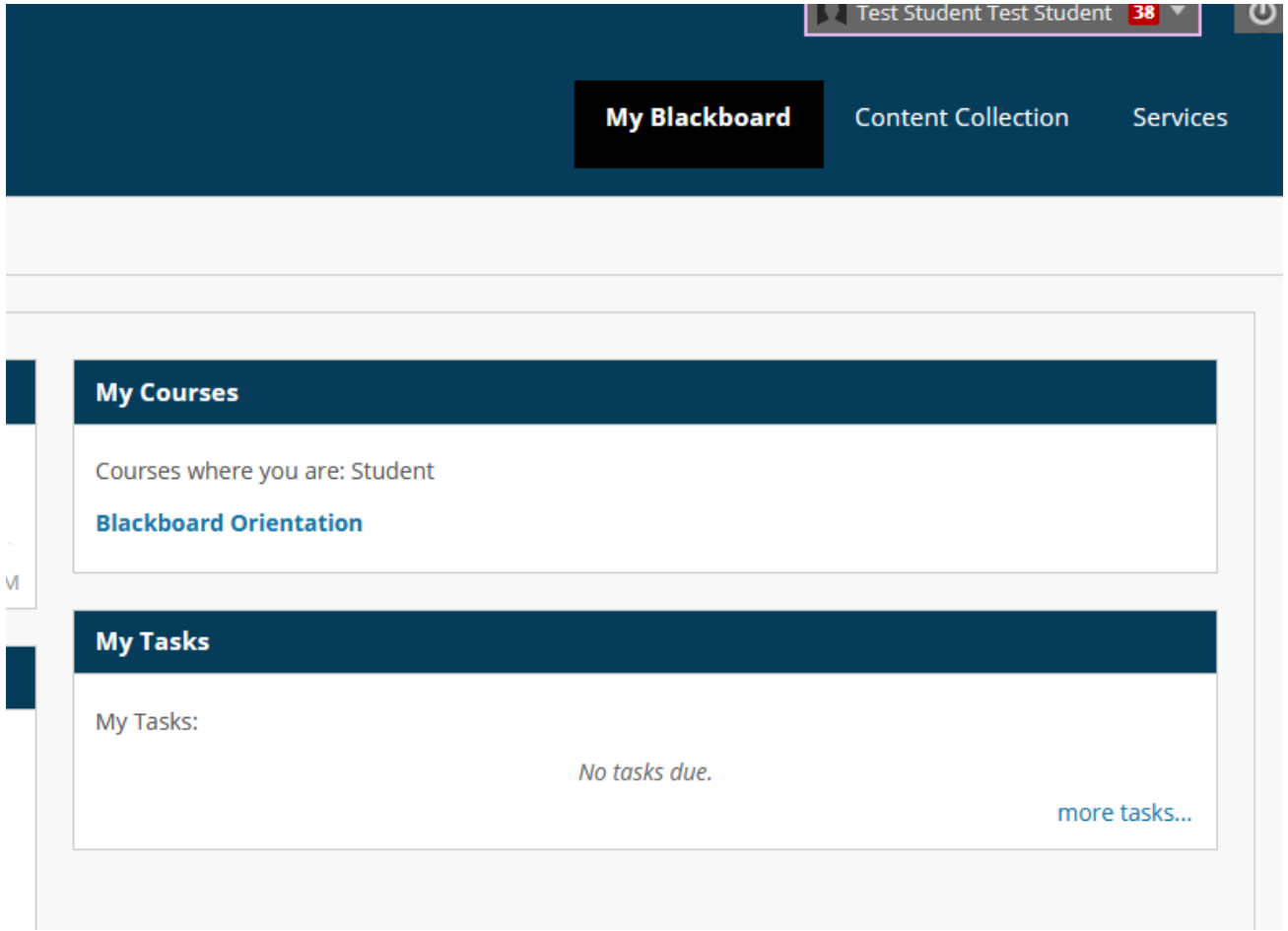
Blackboard Access

If you have not yet registered for courses, you will not have access to Blackboard.

Please get with a Success Coach for assistance with registration.

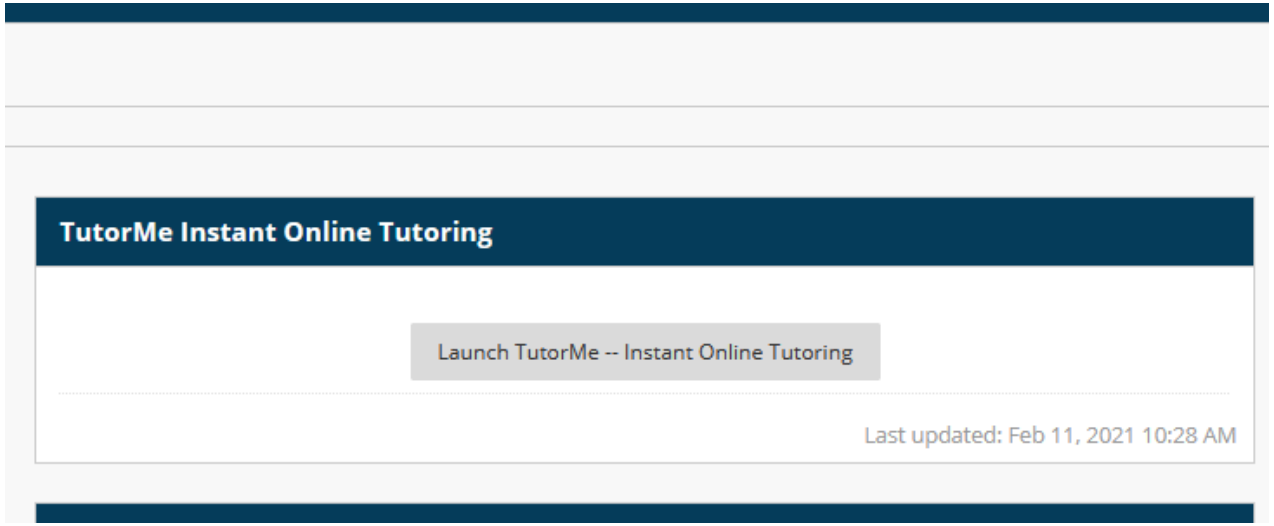
Blackboard Courses:

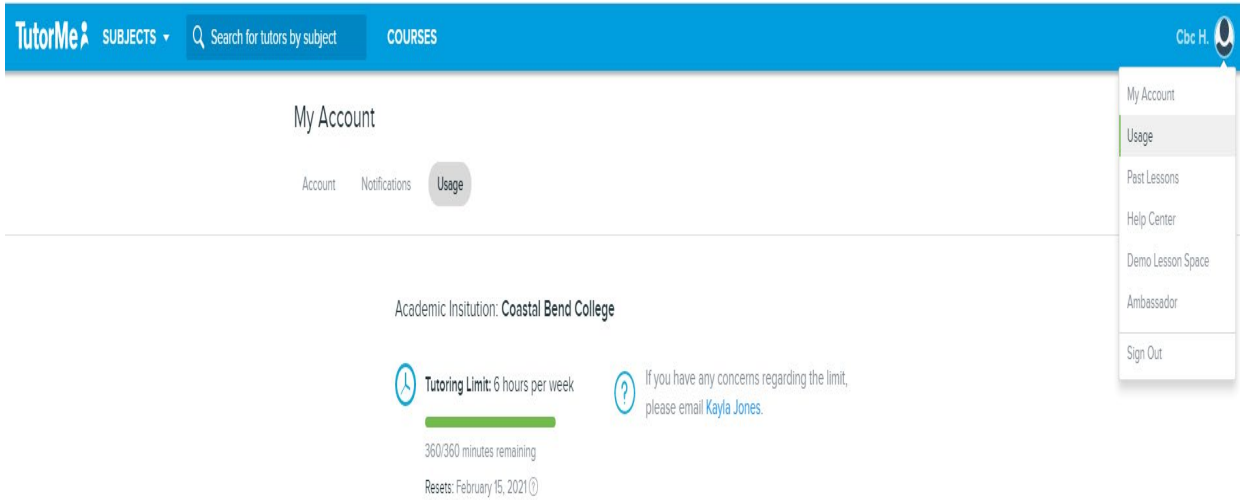
Your classes are listed under the My Courses tab.



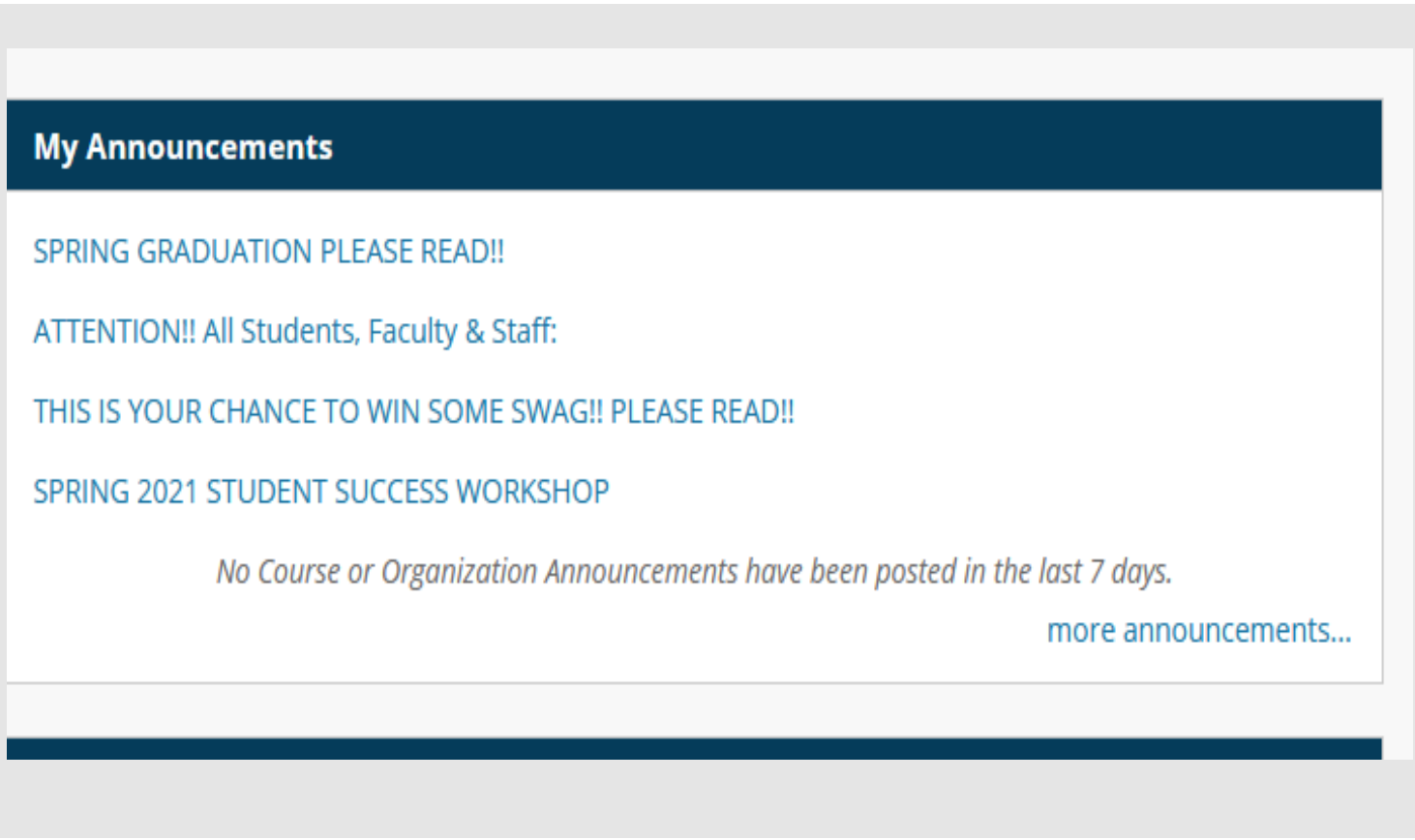
Tutoring Available:

- Click on the TutorMe Instant Online Tutoring with single sign-on access.
- You do have TutorMe available to you 24/7, but with limited time.
- You will only have 360 minutes available to you for tutoring (6 hours a week).
- You can click on your profile icon to the top right and click on usage to see how many hours you have been on and remain.
- Contact Dean Jones with concerns regarding the limit.





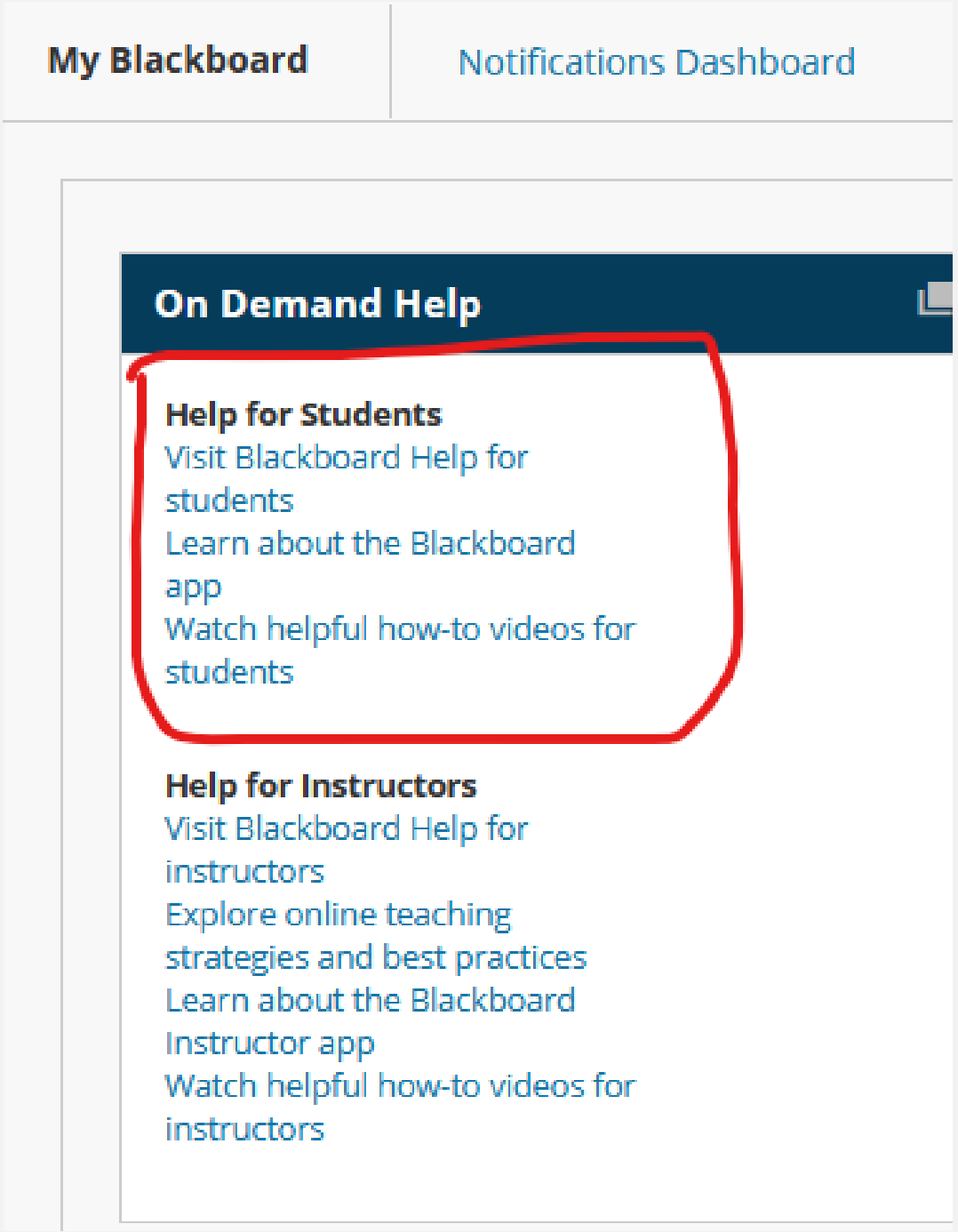
Announcements:

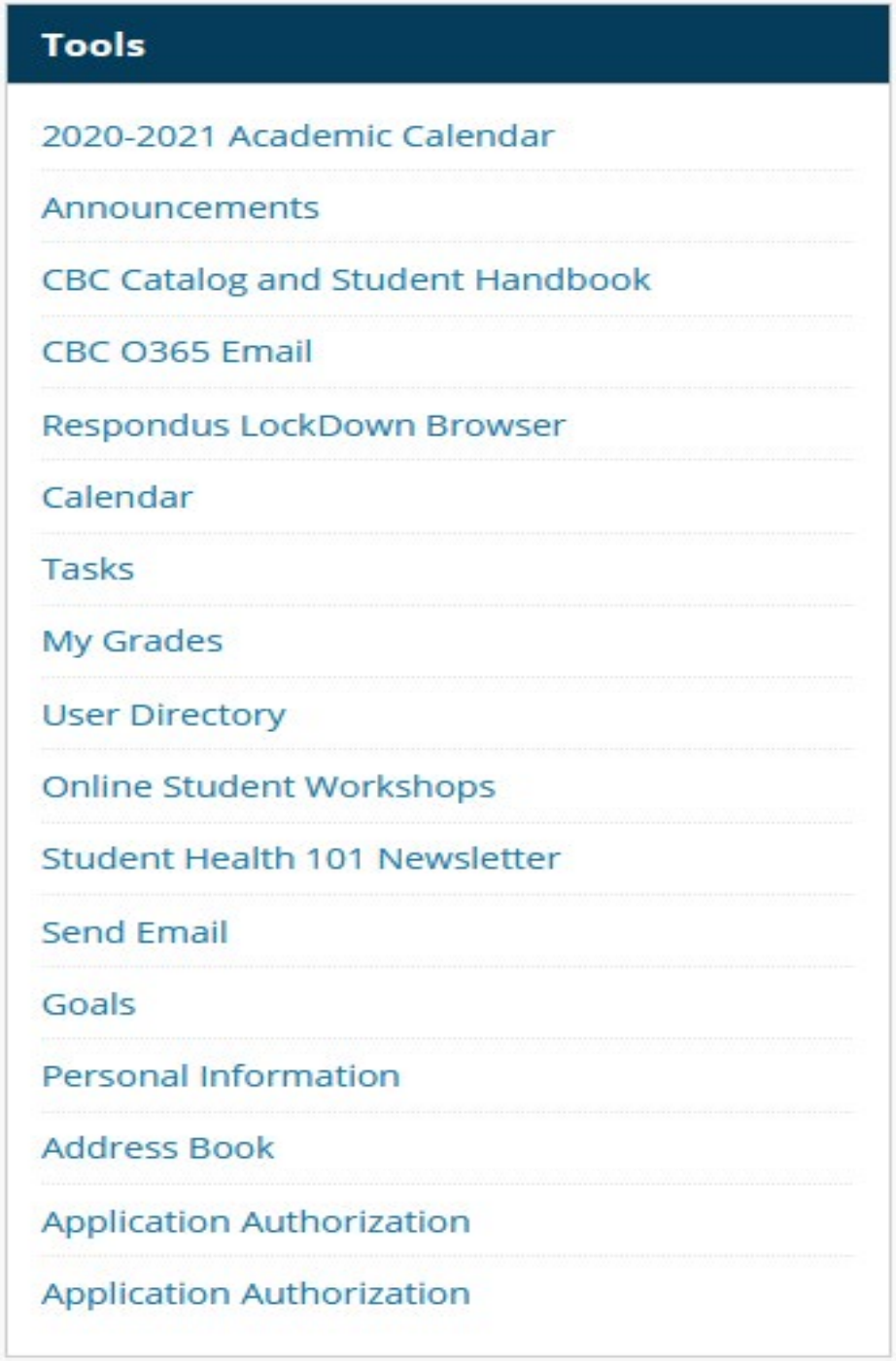


Please be sure to look at the Announcements that are posted in your Blackboard. There is always important information that is being added to your Announcements tab.

On Demand Help:

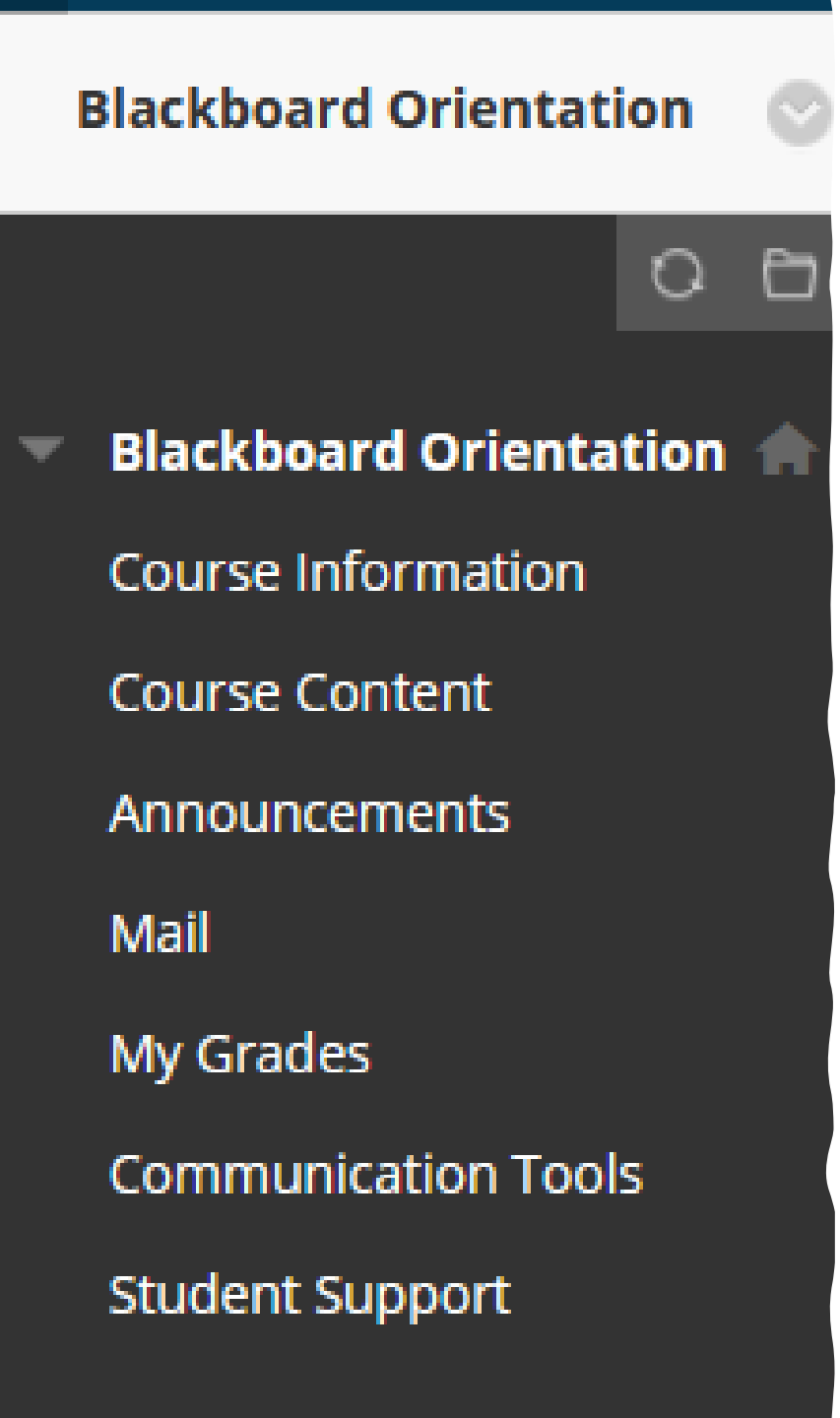
These are very helpful links for student guidance with Blackboard.





Tools:

In the Tools area, you have some links you may use and some you may not. The ones crossed out in red are those that you will not be using.



Blackboard Course Menu:

Course Information:
This page will contain the following:

- Your Instructor's contact information.
- Link to your Syllabus
- Instructor Policies
- Course Policies
- Attendance Policies
- Course Schedule (Due Dates for assignments)

Course Content:

This page will contain:

- Reading assignments
- PowerPoint Lectures
- Assignments
- Exams/Assessments
- Discussion Board
- Etc..

Where do I find my Assignment?:

Where do I find my assignments?

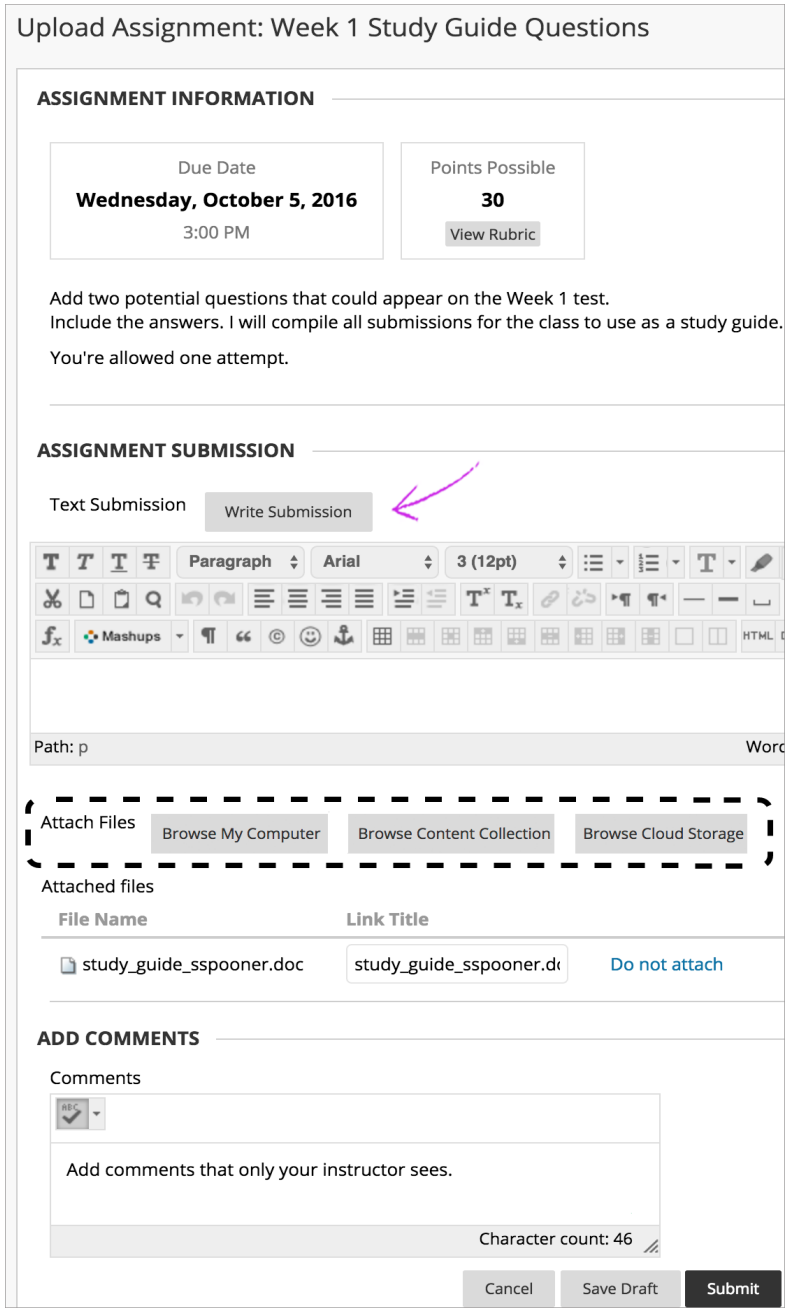
Your instructor can add assignments to different areas of your course. You might access assignments from a link on the course menu called "Assignments." Or, your instructor might incorporate assignments into each week's content. Ask your instructor if you have questions about how your course is organized.

Your instructor may make some assignments available after a certain date or after you complete a certain task. For example, you might have to mark a lecture as reviewed before you may access an assignment. Contact your instructor if you don't see an assignment you think you should.

If you submit after the due date, your submission is marked LATE and penalties may apply.

How to Submit an Assignment:

- Open the assignment. On the Upload Assignment page, review the instructions, due date, points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.
- Select Write Submission to expand the area where you can type your submission. You can use the options in the editor to format the text. You have creative control over how your content appears and the flexibility to change the order and appearance.
- Select Browse My Computer to upload a file from your computer.
- If your instructor hasn't allowed multiple attempts, you may submit your assignment only once. Before you select Submit, be sure that you have attached any required files.
- When you finish your assignment, you must select Submit. If you don't, your instructor won't receive your completed assignment.



Save an Assignment as Draft:

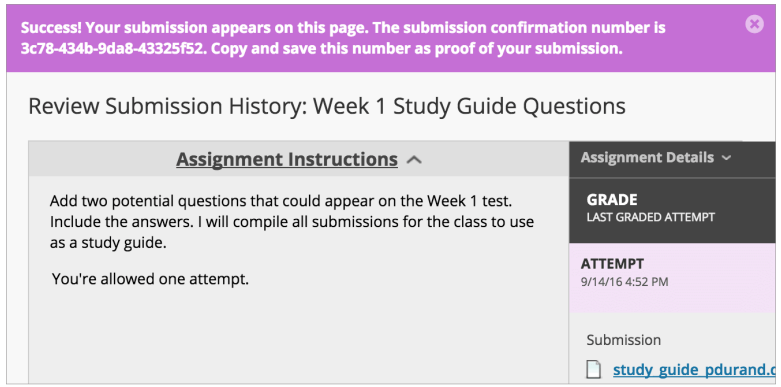
On the Upload Assignment page, select Save Draft to save your work and continue later. Your text and files are saved on the page. When you return, you can resume working.

- Return to your assignment and select the assignment title.
- On the Review Submission History page, select Continue.
- On the Upload Assignment page, make your changes.
- Optionally, type Comments about your submission.
- Select Submit. The Review Submission History page appears with information about your submitted assignment.

Resubmitting an Assignment:

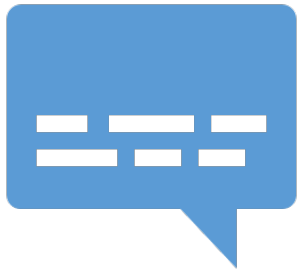
- Your instructor may allow you to submit an assignment more than once for a variety of reasons. For example, your instructor may provide comments on your first draft so that you can try to improve your work.
- You may realize you made an error after you've submitted your assignment. However, you may not be allowed to resubmit the assignment. Contact your instructor to ask for the opportunity to resubmit the assignment.
- If you may make another attempt, select the assignment link in your course. Start New appears on the Review Submission History page.

Review your Submission:



The Review Submission History page appears with information about your submitted assignment and a success message with a confirmation number. Copy and save this number as proof of your submission. For assignments with multiple attempts, you receive a different number for each submission. If your institution has enabled email notifications for submission receipts, you'll also receive an email with your confirmation number and details each time you submit coursework.

Announcements:



Announcements communicate important, time-sensitive information.

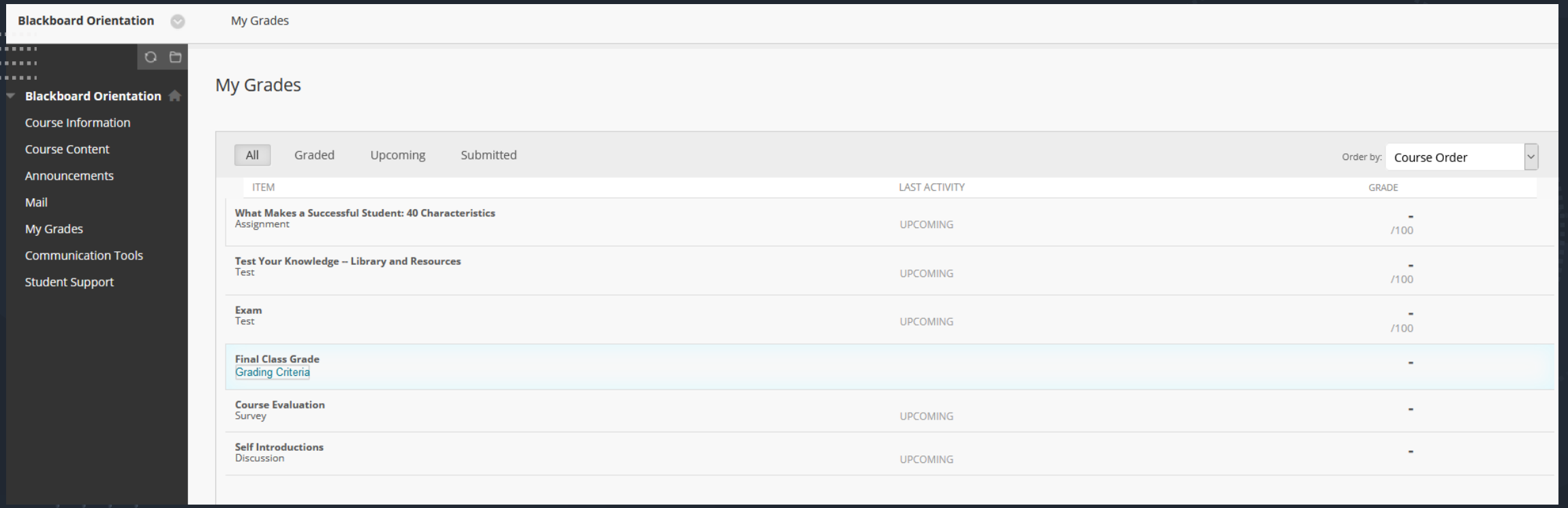
You can easily view the institution and course announcements your institution and instructors have posted.

Mail:

With the course email tool, you can send messages from your course-to-course members' external email accounts without the need to switch to your email provider, such as Gmail or Yahoo. You can send emails to individual users or to groups of users.

My Grades:

This is where you will see your Submitted Grades, and Upcoming Assignments.



Communication Tools:

If your Instructor decides to use this page, you can find the following:

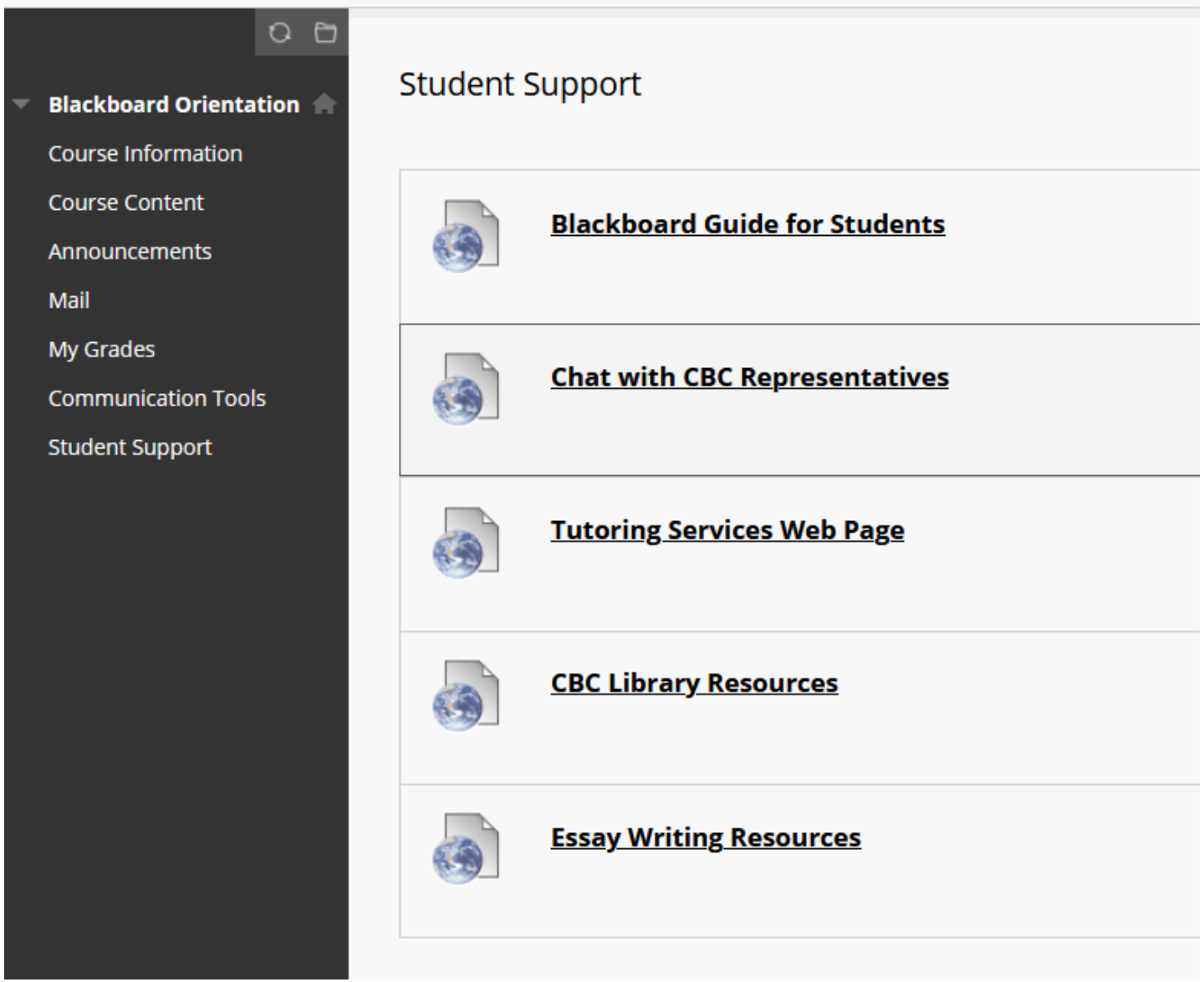
Links to Virtual Meeting Rooms (TEAMS, LifeSize)

Discussion Boards

Anything that has to do with Communications.

Student Support:

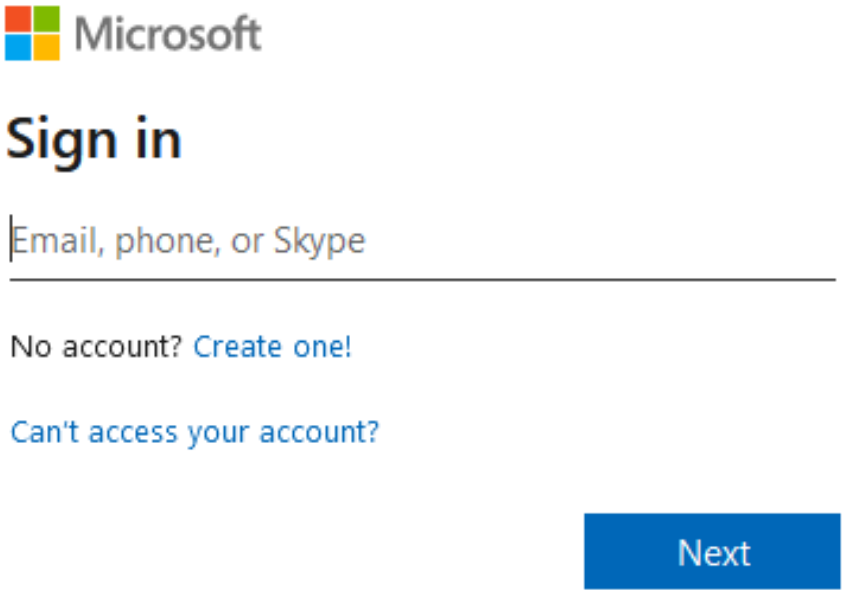
On this page, you will find different student resource links.

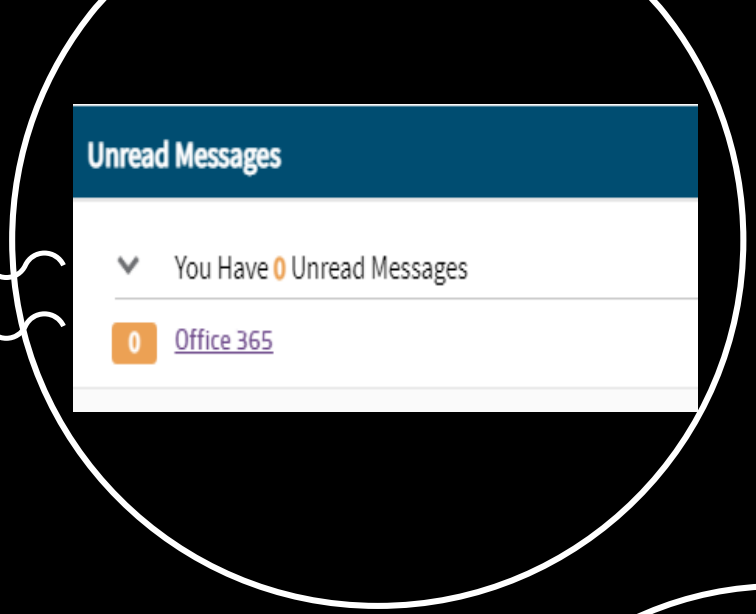


Microsoft Office 365 Navigation

Login Screen

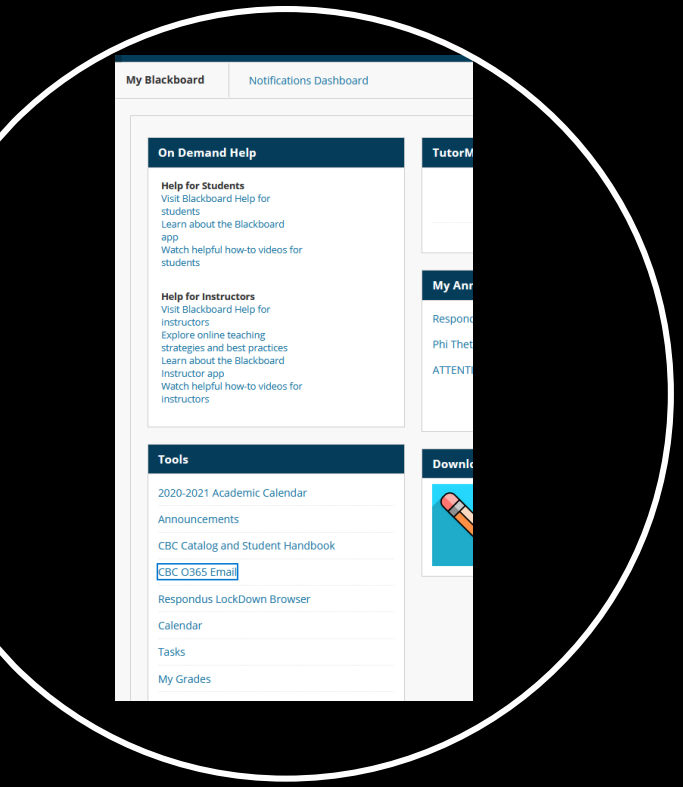
Your CBC Student email will be your username for Cougar Den followed by @study.coastalbend.edu and your password will be your CBC Student ID#.



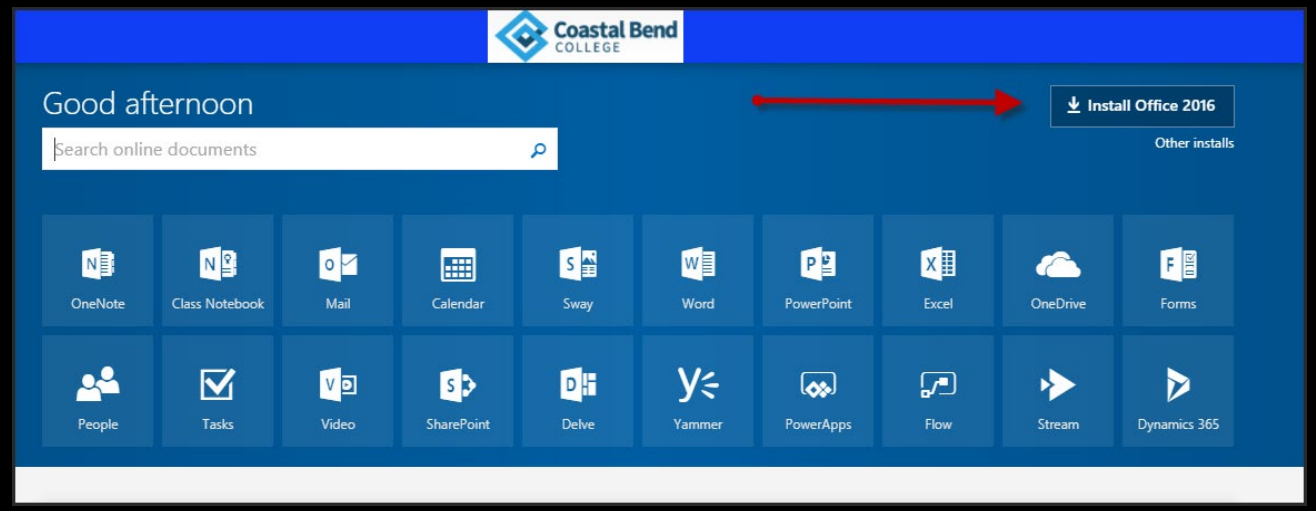


O365 CBC Student Email Navigation:

3 ways to access your Student Email.

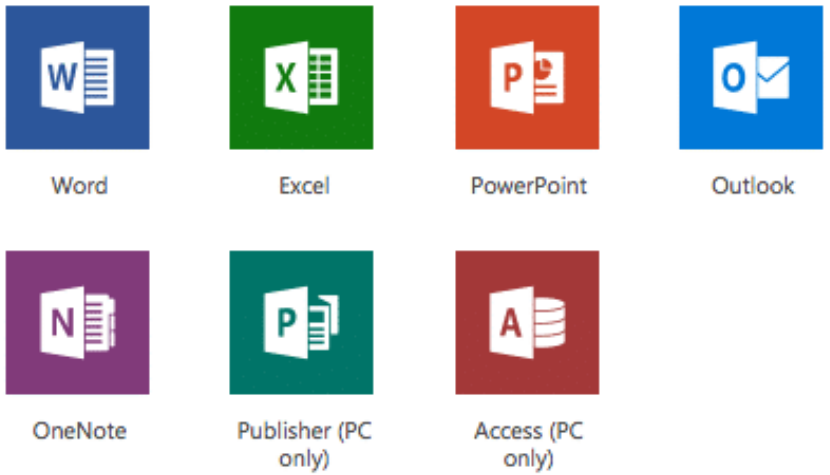


Let's Install Office



- As a CBC student, you have access to download and install the full version of Microsoft Office 2016 onto 6 of your personal devices. This is part of the Office 365 program. Simply login to O365 and click the Install Office 2016 Option to download the program. CBC uses Microsoft Word as a standardized program for essays, research papers, reports, etc. and it is the student's responsibility to ensure their assignments are typed using the standardized program to ensure that instructors are able to view these documents.
- To login to O365, access our CBC Webpage at http://www.coastalbend.edu
- Click on the O365 link located at the top right of the page
- Enter your username and password
- Username - (your username for Cougar Den) followed by @study.coastalbend.edu
- Password -- your CBC Student ID number
- Once you have logged in, click the Install Office 2016 button located at the top right.
- Follow the prompts for installation.

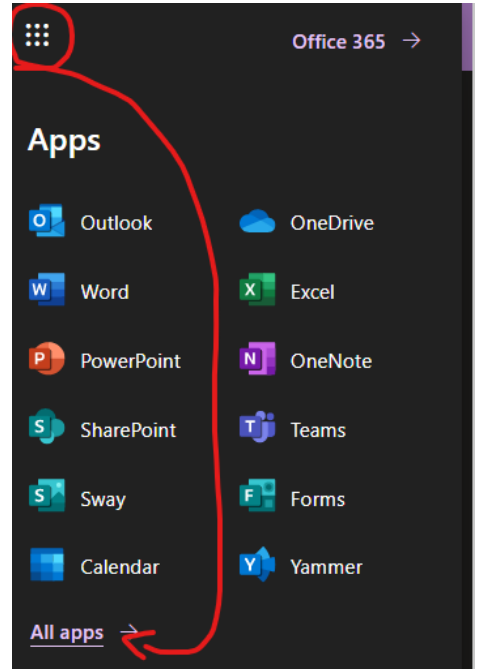
Your Free Apps with O365

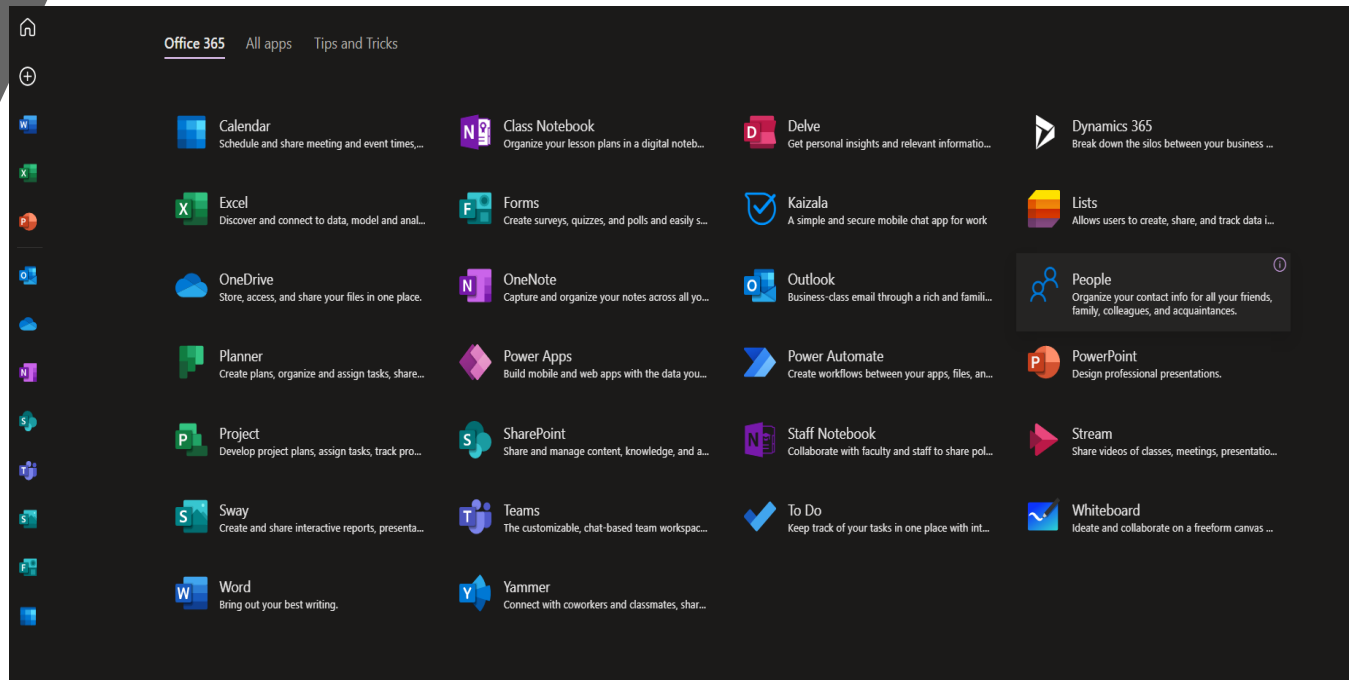


These are just a few apps that you get with the O365 Install.

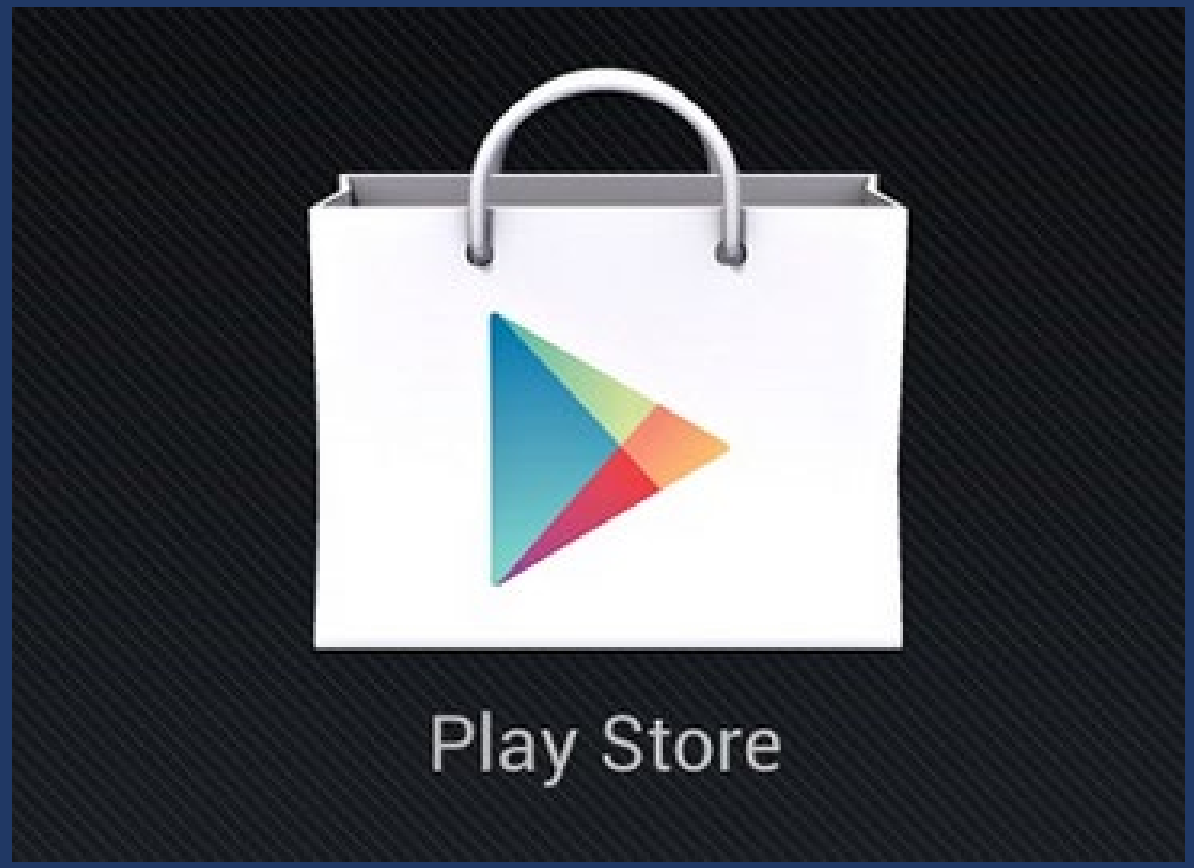
Please Explore All Apps

Please click on each app to see what you can benefit from it.





Do Not Forget To Install The Outlook App On Your Phone



Please Contact IT for Technical Issues.

HELPDESK@COASTALBEND.EDU

IT@COASTALBEND.EDU

That's all Folks!

QUESTIONS
ANSWERED
HERE
EVEN THE
SILLY ONES